

## CHAPTER 220. INTRODUCTION TO GENERAL FUNCTIONS

### SECTION 1. PROVIDING TECHNICAL ASSISTANCE

#### 1. GENERAL

A. Providing technical assistance is an integral part of an inspector's day-to-day job function. This assistance generally falls into one of the following categories:

- Assistance to the general public
- Assistance to a certificate holder/operator

- Assistance to other government agencies/departments

B. In providing technical assistance, the inspector must remember that as a representative of the Administrator, the Federal Aviation Administration (FAA) will be judged by the measure of the inspector's integrity, common sense, and overall conduct. The inspector can do much to promote safety in aviation and good will for the agency by using sound technical judgment and common sense.

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## SECTION 2. MAINTENANCE REVIEW BOARD PROCEDURES

### 1. BACKGROUND

A. The initial maintenance/inspection requirements for derivative or newly type-certificated transport category aircraft are established through a development, review, and acceptance process involving both industry and pertinent regulatory authorities.

B. These requirements are contained in a document referred to as a Maintenance Review Board Report (MRBR) and should be included, as applicable, in each operator's initial maintenance program.

C. Advisory Circular (AC) 121-22, Maintenance Review Board (MRB) Procedures, as amended, provides basic guidelines to be used during the development, acceptance, and revision of the MRBR.

### 3. MAINTENANCE REVIEW BOARD PROCESS

A. The aircraft manufacturer will develop a Policy and Procedures Handbook (PPH) and submit it to the Industry Steering Committee (ISC) Chairperson for approval. The recommended contents of the PPH includes required training criteria, and the basis for inspection intervals, analysis processes, regulatory authority participation, etc.

B. Following approval, the PPH shall be submitted to the Maintenance Review Board (MRB) Chairperson. Upon receipt and review, an acceptance letter shall be initiated by the MRB Chairperson and signed by the MRB Chairperson's regulatory management. This letter will be forwarded to the ISC Chairperson. Acceptance by the FAA of the PPH shall be obtained by the ISC prior to commencing Working Group activities.

### 5. REGULATORY AUTHORITY PARTICIPATION

A. *General.* Regulatory authority participation will fall into one of the following categories:

- U.S.-manufactured aircraft with other regulatory authority participation
- Foreign-manufactured aircraft with FAA and other regulatory authority participation

B. *Conditions.* The following conditions will apply:

(1) The MRB Chairperson and the MRB Members will normally be provided by the regulatory authority of the country of manufacture.

(2) A letter of confirmation between the FAA and each participating regulatory authority shall be in place with the host authority prior to the commencement of any MRB activities. The following items shall be included:

(a) The extent of participation by other regulatory authorities in the MRB process.

(b) The host authority will be the primary accepting authority for the MRBR and subsequent revisions, with the concurrence of the participating regulatory authorities.

(c) Other regulatory authority acceptance confirmations of the MRBR and any revisions are to be stated in the report.

(3) Only a representative number of other regulatory authorities will be invited to ISC meetings, as decided between the MRB and ISC Chairpersons.

(4) Unless specifically stated in the letter of confirmation, policy contained in these MRB procedures will apply.

(5) Participation of other regulatory authorities will be necessary if an authority expects to contribute to, or influence the outcome of the MRBR.

(6) MRB Advisors/Members concurrence with Working Group recommendations is not a prerequisite to the submittal of the recommendations to the ISC.

C. *Duties and Responsibilities.* The duties and responsibilities of the MRB Advisors and the other regulatory authorities are as follows:

(1) MRB Advisors (also referred to as FAA Advisors or Working Group Advisors):

(a) Attend Working Group meetings and provide guidance to the Working Group Members.

(b) Attend MRB meetings convened by the MRB Chairperson.

(c) Provide scheduled progress reports to the Members that contain an assessment of Working Group activities, including notification of controversial or potential problem areas.

**NOTE: Working Group Advisors may include regulatory staff from Engineering/Design Certification Branches.**

**NOTE: An MRB Advisor will serve as an MRB Member in cases when only one MRB Advisor is assigned to a Working Group.**

(2) Other Regulatory Authorities:

(a) Participate in the MRB and/or Working Group activities as provided by the letter of confirmation between the regulatory authority and the FAA.

(b) Attend ISC meetings by invitation from the ISC Chairperson and concurrence of the MRB Chairperson.

(c) Identify to the ISC Chairperson through the MRB Chairperson, prior to compiling the MRBR

proposal, any national regulatory authority differences that will be included in an appendix of the MRBR.

(d) Acknowledge acceptance of the MRBR in the manner outlined in the letter of confirmation and in the PPH.

(e) Review Working Group meeting minutes and provide, to the MRB Chairperson, an assessment or notification of controversial or potential problem areas prior to the next scheduled ISC meeting.